

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 04-41**

**OPENING DATE:** 8 Jul 2004

**CLOSING DATE:** 22 Jul 2004

(Applications will not be accepted after 1600 hrs)

**UNIT/LOCATION:** 115 FW, Truax Field, Madison, WI

**POSITION:** Disaster Preparedness Specialist

**MILITARY AFSC REQUIREMENTS:** 3E9X1

**MINIMUM SKILL LEVEL REQUESTED:** Seven Level

**AREA OF CONSIDERATION:** Restricted to category II AGRs currently employed  
at 115 FW, Truax Field, Madison, WI

**FILL DATE:** On or about 1 Sep 2004

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** SMSG/E-5

**MAXIMUM EUMD GRADE:** SMSG/E-8

Based on Control Grade Availability

**AVAILABLE UPMR GRADE:** SMSG/E-8

Based on Control Grade Availability

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

### **DESCRIPTION OF DUTIES:**

Prepares, maintains, and monitors Civil Engineer (CE) operations plans and supporting documents for mobility, response, and recovery operations. Prepares, reviews and provides input to installation contingency plans. Monitors prime base engineer emergency force (Prime BEEF), air base operability, hazardous materials emergency response, and disaster preparedness programs, and conducts and schedules associated training. Manages assigned equipment and supplies, performs or schedules equipment maintenance, and inventories assets. Maintains and inspects nuclear, biological, chemical (NBC), and conventional protective clothing and equipment. Conducts NBC and conventional detection, warning, and reporting activities. Maintains and inspects equipment, conducts training, and prepares for peacetime response to use of Weapons of Mass Destruction (WMD). Prepares wartime and contingency response plans. Conducts research and assists in developing disaster preparedness plans, including measures to minimize casualties and damage from natural disasters, major accidents, wartime operations, and military operations other than war. Coordinates actions to ensure prompt response during disaster operations, including immediate mobilization of all resources and participation of all agencies and organizations. Coordinates actions to allow continuation or restoration of vital functions and operations. Prepares disaster preparedness annexes, appendices, supplements, and other supporting documents to support operations plans. Prepares checklists and operating instructions for readiness activities. Develops and maintains plans for contingency, mobility, and recovery. Extracts tasking from the time-phased force deployment list. Establishes, coordinates, conducts, and monitors the Prime BEEF operation. Assigns Prime BEEF personnel. Analyzes training and deficiencies for wartime tasks. Identifies, budgets, requisitions, and accounts for equipment and supplies used by readiness and contingency teams. Inputs, maintains, and reviews data for status of resources and training system (SORTS). Establishes, coordinates, and maintains annual Prime BEEF training plan. Assists in assigning, training, and deploying Prime BEEF personnel; and in procuring, maintaining, storing, and deploying equipment. Conducts disaster preparedness and hazardous material emergency response training. Manages, schedules, and conducts training on readiness activities and survival measures for disasters and contingencies. Provides briefings, and develops installation disaster preparedness training and educational materials. Assists in emergency planning and response to comply with Executive Order 12856 and the Emergency Planning and Community Right-to-Know Act of 1986. Monitors CE readiness and installation disaster preparedness activities. Inspects equipment. Ensures disaster preparedness teams are established and manned. Acts as exercise evaluation team member for CE readiness and ensures exercises are conducted according to directives. Ensures authorized and required NBC protective equipment and clothing, detection devices, and monitoring instruments are available, calibrated, and in operating condition. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters, accidents, wartime attacks, and military operations other than war. Coordinates disaster preparedness activities and plans with all base units and nearby military and civilian organizations. Briefs military and civilian personnel in conjunction with community relations programs. Monitors air base operability activities. Requisitions supplies and equipment for readiness and the disaster preparedness support team (DPST). Maintains custodial files for accounts such as supply and equipment; intrabase radio; test, measurement, and diagnostic equipment. Manages unit and staff agency disaster preparedness program. Provides unit and staff agency assistance to ensure disaster preparedness planning and training have been accomplished, and disaster preparedness directives are being followed. Conducts disaster preparedness analysis. Establishes and monitors requirements and procedures for contamination control. Detects, identifies, measures, and reports contamination. Assists bioenvironmental engineer to interpret hazards to personnel. Coordinates and monitors exposure control procedures. Plots contamination levels and coordinates with medical personnel to identify contaminated areas and establish safety procedures. Ensures unsafe areas are marked according to directives. Documents findings and reports to proper authority. Performs CE readiness and installation disaster preparedness functions. Serves in mobile or unit command post, survival recovery center, or NBC control center. Monitors force protection and survivability and advises the readiness officer or NCO of deployment and employment capabilities. Establishes an integrated conventional and NBC detection, warning, and reporting system. Advises the commander on response to peacetime attacks with WMD. Helps prepare for peacetime WMD and wartime conventional and NBC defense, including activating NBC teams for shelter, collective protection, contamination control, reconnaissance, plotting, and reporting. Coordinates protective shelter and collective protection requirements. Supervises teams engaged in monitoring and contamination control operations. Reviews findings of personnel operating detection equipment, and compiles data to indicate danger areas. Ensures specialized teams comply with contamination control and safety procedures. Manages activities in the NBC control center. Operates mobile command post and disaster preparedness communications net. Helps analyze reports and plotting areas of contamination. Advises the commander on mission impact and recovery activities following an attack. Determines contamination levels and amount over a given area and, in conjunction with medical personnel, recommends time limits that personnel may remain in the area. Ensures emergency facilities are established for personnel contamination control areas. Advises the readiness officer on overall situation during disasters or contingency operations. Maintains directives. Maintains operations event log. Provides inputs to reports.

Ensures safety procedures are followed. Ensures exposure and contamination control procedures are established, coordinated, and distributed. Ensures safety precautions are taken by assigned personnel.

**The following items are mandatory as indicated:**

**In order to be fully qualified for this position the following criteria must be met. The only qualifications screened for are listed as mandatory or required for ENTRY into the AFSC.**

Knowledge is mandatory of: Not Used.

Experience: 3E971. Qualification in and possession of AFSC 3E951. Also, experience performing or supervising functions such as preparing plans and conducting readiness activities.

Education: Not Used.

Training: 3E971. Completion of the advanced readiness course.

Other: Not Used.

### **HOW TO APPLY**

Submit a package that includes the following:

1. Cover Letter addressing applicable items listed below:
  - A. Indicate the military vacancy announcement you are applying for.
  - B. Indicate whether you are currently an AGR, technician, drill status or active duty and what unit you're in.
2. NGB Form 34-1 completed and **signed**.
3. Personnel Records Review RIP, complete and current.
4. Medical Records as listed:
  - ? A. SF 507 (Annual Assessment form). **FOR ALL APPLICANTS - MUST BE SUBMITTED IF PHYSICAL IS MORE THAN 12**
  - ? **MONTHS OLD. Current AGR members must include, regardless of physical date.**
  - B. **Statement verifying current height and weight.** (Must be signed by a medical authority or designated weight monitor). On Board AGR's may submit a copy of their 2003 FitnessAge assessment form in lieu of height/weight statement.
5. One (1) – DMA Form 181 (Race/nationality form) (If DMA 181 is unavailable use SF Form 181)

\*Note: Forms may be found by going to the following web site: <http://dma.wi.gov/agr.asp>

6. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS-MD (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53704-2572.** Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement may be referred to the above at DSN 724-3718 or commercial (608) 242-3718. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1Office.